



## MEMORANDUM

DATE: January 17, 2006

TO: Departmental Bilingual Services Coordinators

FROM: State Personnel Board – Bilingual Services Program (BSP)

SUBJECT: BSP MEMORANDUM 06-01  
2005-06 COMPLIANCE REPORT

This memorandum is to provide you with updated information regarding the 2005-2006 Language Survey Compliance Report. Every department participating in the survey is required to submit a completed compliance report along with its other survey documents by March 31, 2006.

The Compliance Report document is located on the forms page of the SPB Web site at: <http://jobs.spb.ca.gov/langsurvey/handouts.cfm?>. The tables within this document enable you to cut and paste the survey data directly from the automated system into the report document. The BSP has also developed a user-guide/instructions to assist you with the completion of the Compliance Report. The user-guide is accessible on the same forms page right below the Compliance Report document.

If you need assistance with accessing or completing the compliance report or user-guide, please contact your bilingual services program analyst for assistance. You may also call the BSP Unit at (916) 651-9017 / TTY at (916) 651-8782.

Thank you for your patience.